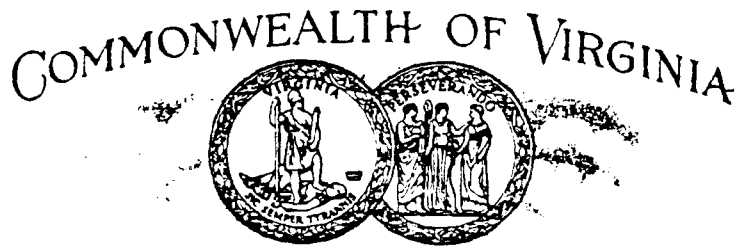


JAMES M. THOMSON  
COMMISSIONER OF INSURANCE

THOMAS S. NARDO  
FIRST DEPUTY COMMISSIONER



BOX 1157  
RICHMOND, VA. 23206  
TELEPHONE (804) 786-31

STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE

March 1, 1985

ADMINISTRATIVE LETTER 1985-7

**TO:** All Companies Licensed to Transact Insurance in the Commonwealth of Virginia

**RE:** Revised Procedures for Reviewing Public Record Information - Rates and Forms Sections

Recently, following visits from company personnel and/or agents reviewing records of the State Corporation Commission's Bureau of Insurance, it has come to our attention that certain rate and policy form filings apparently have been removed from the Bureau of Insurance. This results in the records of the Commission being incomplete. To avoid this problem in the future, the procedure for reviewing rate and/or policy form filings by company personnel and their agents will change effective March 18, 1985.

The Bureau of Insurance will only allow this information to be reviewed between the hours of 8:30 A.M. to 10:30 A.M. Monday through Friday by advance appointment only. Those wishing to review filings will be required to contact the appropriate rates and forms section for determination of the appointment date. In addition, when making the appointment, it will be necessary to specify exactly which files and manuals the individual wishes to review at the time of the appointment. Individuals who review files will be required to sign in and out on a form which will indicate which forms were reviewed. Because of the limited space available for the public, only a limited number of appointments will be made each day.

For appointments, please contact the receptionist for the Property and Casualty Division at 786-3665 and the receptionist for the Life and Health Division at 786-7691.

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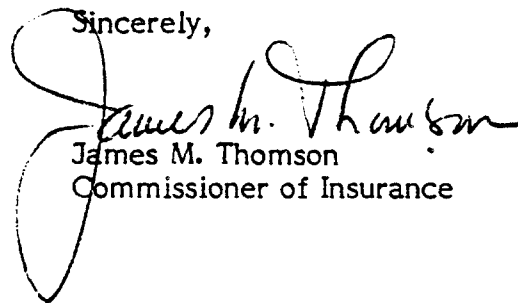
Any questions concerning these procedures should be addressed in writing to the following as appropriate:

Tricia Brady  
Supervisor  
Forms and Rates  
Property and Casualty Division  
Virginia Bureau of Insurance  
P. O. Box 1157  
Richmond, Virginia 23209

Robert L. Wright, III  
Supervisor  
Forms and Rates  
Life and Health Division  
Virginia Bureau of Insurance  
P. O. Box 1157  
Richmond, Virginia 23209

Company personnel should notify all branch offices and agents of these revised procedures. Individuals who remove filings from the Bureau of Insurance will be subject to disciplinary action for destruction of Commission records.

Sincerely,



James M. Thomson  
Commissioner of Insurance

JMT:dl